

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05711916
POSITION NO: 241065
POSITION TITLE: _____

DATE POSTED: 05/16/16
CLOSING DATE: 05/27/16

DEPARTMENT NAME / WORKSITE: NDSS / Child Care and Development Fund Program / Window Rock, Arizona
WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: AB60A
WORK HOURS: 8:00a - 5:00p PART TIME: NO. OF HRS./WK.: _____ \$ 28,600.00 PER ANNUM
SEASONAL: DURATION : _____ \$ 13.75 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs journey level skilled repair and maintenance work in any of several trades such as plumbing, carpentry, painting, building maintenance, and appliance repair and maintenance; performs general carpentry and cabinet-making work; installs shelves, frames walls, repairs and replaces doors, windows, casing, roof and carpet; installs flooring; performs plumbing activities, installing new plumbing including pipes, drains, faucets, sinks, and other plumbing fixtures and equipment; makes repairs on old plumbing; repairs breaks; replaces washers and valves; clean and opens drains and water lines; and performs painting activities by preparing surface to be painted including sanding, scraping, patching, priming, and texturing surfaces, and applies paints to surfaces.

Performs installation, alteration, maintenance and repair of wiring systems and electrical fixtures and equipment; replaces fuses, bulbs and globes; maintains, repairs or replaces residential type appliance such as water coolers, refrigerators, etc.; maintains, repairs or replaces heating ventilation and air conditioning units; removes or recycles; inspects fans, condensers, blower motors, heating and cooling units, wiring, etc.; services common household appliances; inspects damage to determine scope of work; estimates materials and supplies needed to complete work; re-keys and masters all locks; cleans and repairs tools and equipment.

Performs on call emergency duties for major outages, sewer backups, etc.; installs security alarm systems; winterizes and summarizes heating units and air conditioners; provides preventive maintenance and troubleshooting; check units for proper operation; performs preventative maintenance program through scheduled inspection and servicing of equipment and facilities; and maintains a clean and safe working environment. Work requires extended hours working, lifting, carrying and transporting heavy tools, appliances, material and equipment weighing in excess of 100 pounds; and work requires climbing, kneeling, bending, stooping, and working in confined spaces.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and three (3) years of general building maintenance experience in one or more trade areas.

Preferred Qualifications:

- Journeyman level certification.
- Occupational Safety and Health Administration training.
- HVAC training or certification.

Special Requirements:

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of hire.
- A favorable background investigation is required. ***(If selected for the position the tribal, federal and state background checks must be completed prior to employment at the applicants expense.)***

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures related to work assignment; of National Electric Code, Plumbing Code, Building Code; and of occupational safety and health regulations and practices. Skill in prioritizing and handling multiple assignments; maintaining and repairing power and hand tools and equipment; and knowledge and skill in welding. Skills in following oral and written instructions; skills in establishing and maintaining effective working relationships; and ability to prepare clear and comprehensive written and/or oral reports and learn relevant building, fire, and safety codes.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.